

Official Use Only	

MONTANA MW-3 Rev. 09-07

> Office Use Only

# MW-3 - Montana Annual Withholding Tax Reconciliation - 2007

Pay Frequency	1. Number of W-2s enclosed	
Due Date February 28, 2008	2. Number of 1099s with Montana state	
FEIN	withholding enclosed	
Acct ID	Check applicable filing method:	
Name	<ul><li>□ Paper</li><li>□ Electronic Filing</li></ul>	
Address	4. Type of return:	
City, State, Zip Code	<ul><li>□ Original</li><li>□ Amended</li></ul>	
	<u> </u>	
5. Total wages paid subject to	Overpayment on line 8:	
withholding taxes	8A.   Please refund.	
6. Total Montana tax withheld per W-2s and 1099s	8B.   Please apply to a future liability	<b>'</b> .
7. Withholding tax paid	Underpayment on line 8:	
	Please remit your payment for additional tax due with the atta	ched
8. Difference (line 6 minus line 7)	voucher.	
Occident	Talantana	
Contact	Telephone	
Name FEIN	Acct ID	
	g Tax - 2007 (make additional copies if necessary)	
Α Α	В С	
Deposit Period End Date  Date(s) Paid to the  Department of Revenue	Tax Withheld Tax Paid	
Department of Neverton		
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	LIST RE COMPLETED	
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9. Total Tax Withheld (Column B)	Please send MW-3, W-2s and applicable payment to:	
	Please send MW-3, W-2s and applicable payment to: Department of Revenue	
9. Total Tax Withheld (Column B)	Please send MW-3, W-2s and applicable payment to:	

#### MW-3 - Montana Annual Withholding Tax Reconciliation Instructions

- Line 1. Number of W-2s with or without state withholding submitted with this return.
- Line 2. Number of 1099s with state withholding submitted with this return. All 1099s without state withholding should be sent with federal form 1096.
- Line 3. Check applicable filing method: Check the appropriate box for method of delivery.
- Line 4. Type of return: Check the appropriate box that describes the type of return. An amended return reflects adjustments to, and replaces, the original return.

## Please round all numbers to the nearest dollar.

- Line 5. The total wages paid subject to withholding taxes.
- Line 6. Total Montana tax withheld per W-2s and/or 1099s. Total should match the total of Column B on the reconciliation schedule. (This amount is also entered on line 9.)
- Line 7. Total amount of state withholding tax remitted to the department. Total should match the total of Column C on the reconciliation schedule. (This amount is also entered on line 10.)
- Line 8. Enter the difference between line 6 and line 7. If there is a balance due, please remit payment with return. If there is an overpayment, please check the appropriate box to request a refund, or to apply the overpayment to a future liability. The box should only be checked if there is a credit or overpayment amount.
- Line 9. Total tax withheld (Column B).
- Line 10. Total tax paid (Column C).
- Line 11. Difference (B minus C).

Annual Reconciliation of Withholding Tax (reconciliation schedule): All four columns must be filled out completely. Report the total of columns B and C on line 9 and 10, indicate any difference on line 11. Totals of Column B and C should match lines 6 and 7, respectively. Please provide an explanation regarding any difference reported. Additional pages may be attached.

### **Helpful hints:**

- Monthly filers, please record only total payments made during each month. (Do not list individual monthly payments.)
- The Montana MW-3 must be submitted. The federal W3 is not acceptable for Montana purposes.
- Computerized reconciliations are acceptable but must use the same format as the MW-3.
- Remember that W-2s/1099s must be attached to the MW-3.
- Agricultural employers are required to submit MW-3 and W-2s only if Montana income taxes have been withheld from their employees' wages.

#### **Electronic Payments for Withholding Tax**

Business Tax Express is an online application that allows a business to make withholding tax payments electronically. Details can be found on our website at http://www.mt.gov/revenue/ (click on the Business Tax Express icon) or you can call us at (406) 444-6900.